

File Management

MOVING FILES

The process of moving files from one place to another is essentially the same. When right clicking, or choosing Edit from the menu,

- Select your file.
- Choose cut instead of copy
- Then go to the drive or directory where you want to move the file and select paste.

Note: Dragging files only copies files -- they remain in 2 places. Also, remember you can move multiple files in the same manner as described under 'Copying Files'.

Practice Exercise

Try moving a file by doing the following:

1. On the left, click on A: to reveal your files on the right side.
2. Right click on one of the files and choose Cut.
3. Then scroll to your Temp directory on the left, right click on Temp and choose Paste.
4. Now click once on that same file in the Temp.
5. Click on Edit on the menu bar and choose Cut

Now click on A: and on the menu bar choose Edit, Paste.